


RECORDS CENTER

RECORD TRANSMITTAL AND RECEIPT FORM

NOTE: Send Original to Record Center.
One Receipted Copy Will Be Returned.

SSARC 103 (R 5/03)

1. Name and Address of Agency						W. Fox McKeithen SECRETARY OF STATE DIVISION OF ARCHIVES RECORDS MANAGEMENT & HISTORY P.O. BOX 94125, Capitol Station Baton Rouge, Louisiana 70804-9125			
2. Records Officer and Title				3. Date					
				4. Transfer to:					
Phone No.				Records Center		Other:			
7. RECORDS CENTER BOX NO. (Records Center Use Only)	8. AGENCY BOX NO.	9. DATE OF RECORDS TO BE TRANSFERRED					5. No. of Boxes Transferred		6. Disposal Date
		Month	Year	thru	Month	Year	RECORDS SERIES TITLE		
Total Boxes		SECTION BELOW FOR RECORD CENTER USE ONLY							
LOCATION									
SECTION	SHELF	Date Received			Date Shelved		Transferred to Records Center		Date
Page	Total Pages	Verified By:					Records Inspected By:		